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2:00 P. M. **Procedure in Making an Industrial Relations Subject Study,** by GLENN A. BOWERS, Director of Research, Industrial Relations Counselors, Inc.

3:30 P. M. **The Problem of Terminology in Management Research,** by ORDWAY TEAD, Editor of Economic and Business Books, Harper & Brothers; Department of Industry, New York School of Social Work.

A meeting of the Governing Board will be held at luncheon, 12:30 P. M., in a parlor adjacent to the Foyer. A business meeting of the Institute will be held at 5:00 P. M., and a meeting of the newly elected Governing Board at 5:30 P. M., for the purpose of election of officers and other business.

There will be no dinner held on the evening of Monday, February the sixth. Refunds will be made to those who have already made reservations. See announcement of A. M. A.-S. I. E. dinner below.

Winter Convention

The Winter Convention program was issued to members about January 13. Extra copies are available for distribution on request to the Managing Director at 20 Vesey Street, New York, N. Y.

Erratum

The paper on **Pensions** by E. S. COWDRICK will be presented at ***2:00 P. M., on the afternoon of Wednesday, February 8.***

Advance Registration

Those who plan to attend the Winter Convention are urged to fill out and return the advance registration cards which accompanied the program. Advance registration has the very important advantage to those registering of eliminating all delay of registration, making it only necessary to claim a badge and enter the convention hall. Full details regarding registration procedure are found on the back page of the convention program.

Drive Yourself

Members of the American Management Association, by applying to the Managing Director, may secure a card from the "Hertz Driv-Ur-Self" Stations. This card will allow them at any time to secure, without deposit, the use of the Hertz Driv-Ur-Self service at any one of their 400 stations throughout the country.

Foreign Members

Recently the Board of Directors under an amendment to the By-laws has made a special arrangement for memberships abroad. Members of the Association may be interested in sending copies of a folder outlining the service for members abroad to their

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friends in other countries. These folders may be had upon request.

The arrangement provides for dues of $30.00 a year for company members and $10.00 a year for individual members and also provides that members abroad will get certain publications in which they will be chiefly interested. The foreign company membership provides for one representative instead of the five included in the regular American company membership.

New Members

The following members joined the Association since December 23, 1927:

Company

American Cyanamid Company
The Buda Company
Campbell, Wyant & Cannon Foundry Co.
National Enameling & Stamping Co., Inc.,
Standard Electrica, S. A.

Individual

Twenty-nine individual members joined the Association since December 23, 1927.

A. M. A.—S. I. E. Dinner

The A. M. A. is cooperating with the Society of Industrial Engineers New York Chapter in a dinner meeting on Tuesday, February 7th at 6:30 P. M. at the Town Hall Club, 123 West 43rd Street, New York, N. Y. The subjects and speakers will be:

The Human Side of Production, by C. S. CHING, Supervisor of Industrial Relations, United States Rubber Company.

The Mechnical Side of Production, by S. F. HOLMES, Works Manager, Kearny Plant, Western Electric Company, Inc.

Leaders of Discussion:

PROFESSOR J. W. ROE, Professor of Industrial Engineering, New York University.

L. P. ALFORD, Editor, *Manufacturing Industries.*

Please send reservations to the Managing Director at 20 Vesey Street. The dinner charge will be collected at the time of the meeting. **This will be the only dinner held in connection with the Winter Convention.**

Mass Meetings for Employees

The Association is anxious to learn of any cases of companies which hold mass meetings of employees in order to place before the employees certain facts which are important to the business at the time the meeting is held, giving the employees an opportunity to hear the facts from the heads of the company themselves. It will be appreciated if representatives of any such companies will inform the Managing Director at 20 Vesey Street, New York, N. Y.

Pamphlets and Reprints Available to Members

Know Your Business! A Manual on Budgeting for the executives of the McGraw-Hill Publishing Company, Inc.

Employees' Handbook. Issued by Lever Brothers, Ltd., Port Sunlight, England.

Basic Principles in Managing Men. By SAM A. LEWISOHN. Executives Service Bulletin, Metropolitan Life Insurance Co.

Literature Available

Office

☐ Budgeting Office Expense..... $ .75
By E. M. HICOK, Clerical Superintendent, Western Electric Company.

☐ Unit Costs as Measures of Office Output for the Control of Office Expense ..... .75
By E. J. MCADAMS, General Office Manager, Armour and Company.

☐ Some Considerations in Installing a Salary Administration Plan ..... .75
By E. H. LITTLE, Industrial Engineer, Central Planning Department, United States Rubber Company.

☐ Determination of Work Units for Office Machines .75
By I. O. ROYSE, Manager Office Production, Ralston Purina Co., Inc.

☐ Measuring Office Output. Progress Report of the Committee, including set of forms..... .75
By JOHN MITCHELL, General Electric Company.

General

☐ Improvements and Maintenance Budgets..... .75
By E. L. USNER, Comptroller of the Budget, The The Marion Steam Shovel Company.

☐ Marketing or Sales Budget..... .75
By JOSEPH H. BARBER, Assistant to President, Walworth Company.

☐ Successful Departmental Budgeting..... 1.00
By W. S. CLITHERO, Director of Budgets, Armour and Company, and J. O. McKinsey, J. O. McKinsey & Co.

☐ The Financial Budget..... .75
By LOUIS F. MUSIL, Treasurer, Cities Service Company.

☐ Incentives for Executives..... 1.00
By M. E. LEEDS, President, The Leeds & Northrup Company.

☐ The Discovery of Executive Talent..... 1.00
By DR. W. W. CHARTERS, Professor of Education The University of Chicago.

☐ Creating and Maintaining Morale..... 1.00
By ARTHUR T. MOREY, C. K. Woodbridge, Henry W. Cook. Summary by Mr. Ellerd.

Marketing

☐ Industrial Selling ..... .75
By L. C. ROCKHILL, General Sales Manager, Goodyear Tire & Rubber Company.

☐ Compensation Plans Based on Analysis of Sales Cost ..... .75
By H. G. CROCKETT, Resident Engineering Partner, Scovell, Wellington & Company.

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☐ The Point System of Compensation..... .75
By William Sample, Vice-President, Ralston Purina Company, Inc.

☐ The Partial Payment Plan..... .75
By Donald M. Marvin, Economist, The Royal Bank of Canada, Inc.

☐ Straight Salary Plan After Trials of Point System, Bonus and Commissions ..... .75
By George D. Olds, Jr., General Sales Manager, The Hills Brothers Company.

☐ Various Commission Plans of Compensation.... .75
By C. P. Staubach, Manager, Newark Agency, Burroughs Adding Machine Company.

☐ Classification of Extra Financial Incentives..... .75
By Charles W. Lytle, Director of Industrial Cooperation, New York University.

Production

☐ Foremen's Meetings on Efficiency of Operation.. .75
By C. E. Stevens, Works Manager, White Sewing Machine Company.

☐ Salary Versus Extra Financial Incentive Methods of Compensating Supervisors..... .75
By A. W. Rowley, Industrial Engineer, Harder Manufacturing Corporation.

☐ Extra Financial Incentives for Supervisors..... .75
By E. E. Brinkman, Industrial Engineer, Holeproof Hosiery Company.

☐ Production Control in the Black & Decker Manufacturing Company ..... .75
By William A. Rowe, Production Manager.

These reports are available to non-members at the above prices. ***Orders for less than $1.00 net must be accompanied by cash.***

For additional copies

20% Discount to Individual Members

50% Discount to Company Members

AMERICAN MANAGEMENT ASSOCIATION
20 Vesey Street New York, N. Y.

Please send me your literature as checked above.

Name .....

Title .....

Company .....

Address .....

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